



UNITED STATES DISTRICT COURT  
District of New Mexico

Honorable M. Christina Armijo, Chief Judge  
Matthew J. Dykman, Clerk of Court

Office of the Clerk

333 Lomas Blvd. NW, Suite 270, Albuquerque, NM 87102

Telephone: 505-348-2000

## NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 17-ABQ/OPS-3

<b>ANNOUNCEMENT DATE:</b>	March 17, 2017
<b>CLOSING DATE:</b>	March 31, 2017 or until filled
<b>POSITION:</b>	Courtroom Deputy
<b>STARTING LEVEL/SALARY:</b>	CL 26/Step 1 to CL 27/Step 61 <i>Target grade CL27</i> \$43,954 to \$78,474 ( <i>Depending on Qualifications</i> )
<b>RECRUITMENT/RELOCATION BONUS:</b>	Available
<b>LOCATION:</b>	Albuquerque, New Mexico

### POSITION OVERVIEW

This position is located in the Albuquerque Clerk's Office and reports to a Case Management Supervisor. Incumbent will be assigned to the chambers of the Honorable James O. Browning. The Courtroom Deputy provides support to the judge and manages the judge's caseload, provides assistance during court proceedings, records pertinent results for minutes, drafts judgments, and manages court calendars.

### DUTIES AND RESPONSIBILITIES

#### CASE MANAGEMENT

- ◆ Manage Article III Judge's civil and criminal caseload by calendaring and regulating the movement of cases; monitor filing of pertinent documents and docket activity to ensure timely responses and compliance with judicial orders; set dates and times for all hearings/settings.
- ◆ Inform judge and staff of case progress; electronically file documents issued by judge or on his behalf.
- ◆ Prepare and maintain docket and motions reports by monitoring electronic mailbox; reconcile monthly reports of case activity with reports maintained in chambers.

- ◆ Act as liaison between the Clerk's Office, the bar and Judge to ensure cases proceed smoothly and efficiently; serve as primary source of information on scheduling conferences, hearings, trials, and other processes as required. Work closely with the Magistrate Judge section to ensure timely and expeditious setting of pretrial deadlines.
- ◆ Screen pleadings for judicial review, ensuring unopposed motions are brought to the judge's immediate attention. Gather and prepare case files for all hearings and prepares status report on each file for the judge. Ensure compliance with CJRA, Speedy Trial Act and other mandated requirements by reviewing, maintaining and reporting proper case management statistics.

### **CALENDARING**

- ◆ Maintain an efficient system to ensure identification of cases required to be set on the calendar. Schedule hearings, trials, status conferences, pre-trial conferences, and other court proceedings to maximize efficient usage of court time. Ensure compliance with rules and orders.
- ◆ Coordinate with other court units to ensure appropriate use and availability of resources.
- ◆ Generate and maintain court calendars for all participants. Calendar hearings in the case management system and ensure all participants receive proper notice.

### **IN-COURT DUTIES**

- ◆ Manage court sessions by ensuring all necessary equipment is set up and operational and the courtroom is prepared for proceedings.
- ◆ Open court, call the court calendar, and note appearance of case participants. Administer oaths and maintains exhibits. Troubleshoot equipment failures and assist court participants with equipment usage.
- ◆ Record any action taken by the judge during in-court proceedings.

### **JURY DUTIES**

- ◆ Administer voir dire oath, assist in impaneling jury, and swear in jury panel. Ensure the judge is supplied with appropriate juror documentation necessary for jury selection.
- ◆ Maintain attendance and subsistence records for jurors. Handle all requests and problem matters from jurors. Procure refreshments and meals for jurors. Keep jurors apprised of changes to trial status.

### **MISCELLANEOUS**

- ◆ May perform the above duties, as needed, in support of courtroom deputies who are on leave or for judges visiting from outside the District of New Mexico.
- ◆ Perform other duties, as assigned.

### **MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS**

To qualify for a CL 27, must have two years of specialized experience, including at least one year equivalent to work at a CL 26.

### **Specialized Experience**

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law offices, banking firms, educational institutions, etc.

### **Educational Substitution**

Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

### **COURT OPERATIONS**

- ◆ Good knowledge and understanding of the policies and procedures of the court, including the individual preferences of a judge.
- ◆ Good knowledge and experience of other processes in the Clerk's Office, and how they relate to the courtroom deputy position.
- ◆ Ability to take notes and summarize material for minute entries/judgments in a distracting setting.
- ◆ Knowledge of the local and federal rules and procedures regarding criminal and civil matters.
- ◆ Incumbent may be required to manage the calendar of a judicial officer when a courtroom deputy has a long- or short-term absence. Ability to assist with case management functions during a long-term absence, or when a courtroom deputy needs assistance with monitoring case progress and approaching deadlines, and preparing routine notices. Ability to step into court and manage the calendar while following the judge's preferences.
- ◆ Ability to be flexible and adaptable in interaction with others. Ability to maintain confidentiality and impartiality. Skill in administrative matters such as file maintenance, record keeping, and reporting.

### **JUDGMENT AND ETHICS**

- ◆ Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

### **WRITTEN AND ORAL COMMUNICATION**

- ◆ Good skills in communicating and working with judges, counsel, and others in scheduling events and managing courtroom logistics. Ability to communicate effectively to individuals and groups to provide information and conduct jury orientation. Ability to communicate with parties and answer procedural questions without providing legal advice. Excellent customer service skills.

## **INFORMATION TECHNOLOGY AND AUTOMATION**

- ◆ Incumbent must have strong skills in working with audio equipment, evidence display equipment, and sound recording equipment, including the ability to properly locate microphones within the courtroom to pick up voices needed for a complete record.
- ◆ Skill in the use of automated equipment including word processing applications, requisite court computer programs, and automated case management systems.

## **PREFERRED QUALIFICATIONS**

- ◆ Excellent computer and typing skills including skills in word processing (MS Word), proficiency with the functionality of CM/ECF, scanning, and uploading PDF documents, email and web browsers.
- ◆ Excellent organizational, analytical, oral, and written communication skills, including the use of proper grammar, spelling, and punctuation.
- ◆ Experience in a fast-paced and demanding environment.
- ◆ Courtroom experience in the same or a similar position.
- ◆ Experience with coordinating, supervising, delegating and prioritizing the flow of work in a team-based environment.

## **HIRING BONUS**

Qualified candidates may be eligible to receive either a recruitment bonus (new appointees only) or a relocation bonus (for current federal employees who must relocate to a different geographic area to accept the position). The bonus is calculated as a percentage of the individual's base pay, and payment is contingent upon the employee signing a service agreement (minimum of two years).

## **CONDITIONS OF EMPLOYMENT**

- ◆ Employees must be United States Citizens or eligible to work in the United States.
- ◆ Employees of the United States District Court are Excepted Service appointments; Excepted Service appointments are "at will" and can be terminated with or without cause by the court.
- ◆ The United States District Court requires employees to adhere to a Code of Ethics and Conduct.
- ◆ Selectees are subject to a background check or investigation and subsequent favorable suitability determination, and selectees to high-sensitive positions are subject to updated background investigations every five years. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ Travel expenses for an interview will not be reimbursed.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).

- ◆ This position is subject to a one year probationary period.
- ◆ District of New Mexico employees are granted one hour to participate in interviews for positions within the Clerk's Office, without being charged leave in HRMIS.

## **BENEFITS**

A generous benefits package is available to excepted employees, which may include

- ◆ A minimum of 10 paid holidays
- ◆ Paid annual leave accrued in varying amounts based on length of service, starting with 13 days per year for the first 3 years of service
- ◆ Paid sick leave in the amount of 1 hour for every 20 hours in pay status
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance
- ◆ Retirement benefits (FERS), including participation in the Thrift Savings Plan (TSP)
- ◆ Credit for prior government service

## **APPLICATION INFORMATION**

Qualified applicants must **email a cover letter with three references, an \*AO-78 (Federal Judicial Branch Application for Employment) and résumé to [usdcjobs@nmcourt.fed.us](mailto:usdcjobs@nmcourt.fed.us)**.

\* The AO-78 can be downloaded at <http://www.nmd.uscourts.gov/employment>.

PLEASE INCLUDE "COURTROOM DEPUTY" IN THE SUBJECT LINE

Applications **must** be submitted in **ONE PDF** document.

Applications must be received by the deadline. Illegible or incomplete applications may result in loss of consideration for the position. Zip files will not be accepted. Documents that cannot be downloaded by the court cannot be considered.

*Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.*

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**